

SENIOR MAINTENANCE LEADER

DEFINITION

To supervise one or more crews and perform skilled work in the construction and maintenance of streets, sidewalks, traffic and the Street Sweeping program.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position. This class is distinguished from the lower class of Maintenance Leader by the requirement to direct one or more crews in the performance of a variety of complex construction and maintenance activities requiring the use of light and heavy equipment; or to direct and coordinate the activities of two or more crews; or by the performance of skilled craft work in addition to directing the work of a crew. Work assignments received may be of a general nature requiring the exercise of judgment and initiative in the independent planning, scheduling and prompt completion of the work. Incumbents are expected to exercise effective supervision of subordinate personnel and may be required to perform duties similar to those performed by a Maintenance Leader, Maintenance Worker or Sweeper Equipment Operator.

SUPERVISION RECEIVED

Receives supervision from the Streets Maintenance Manager.

SUPERVISION EXERCISED

Provides working lead direction to Street Sweeper Equipment Operators, Maintenance Leaders, Workers and Laborers.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Directs the work of one or more crews in the construction, maintenance and repair of streets, curbs, gutters, sidewalks, traffic signs and markings, storm drains, and related facilities.

Operates and trains others in the operation of a wide variety of light and heavy automotive and street sign installation equipment including construction, maintenance and cleaning equipment and related hand and power tools.

Performs skilled craft work in the finishing of concrete and plans and directs the work of others engaged in this activity.

ESSENTIAL DUTIES (continued)

Exercises independent judgment in calculating materials, supplies, and equipment needed for specific projects, and insures the availability of same.

Participates in the planning and scheduling of specific activities to be accomplished by crews under his or her supervision and sees to the prompt and efficient completion of the work.

Maintains records of work activity and job costs as required.

Teaches and enforces safety regulations.

Performs heavy physical labor.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Construction and maintenance materials used in Maintenance Services operations.

Operation and use of variety of light and heavy automotive equipment.

The use, purposes and maintenance of hand tools.

Safety procedures and techniques.

Elementary principles of effective supervision.

Ability to:

Maintain written records.

Work various work schedules.

Perform a variety of skilled construction maintenance and craft activities.

Give and take oral and written directions.

Understand and interpret work from sketches, drawings, and traffic blueprints.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Train and instruct subordinates.

Perform heavy physical labor.

Establish and maintain effective interpersonal relations with co-workers, the public and contractors.

Cope with different situations and changing priorities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of progressively responsible experience performing journey level duties in surface or subsurface construction and maintenance work, including the operation of light and moderately heavy construction equipment or street signing. One (1) year of supervisory experience as a leadworker or supervisor, is desirable.

Education: Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses and Certificates: Possession and maintenance of a valid Class B California Driver's License and Tanker Endorsement. Depending upon assignment, a Class A Driver's License may be required.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces, and be able to tolerate some exposure to varying amounts of vibration and equipment noise, paints, paint thinner and epoxy, and mechanical hazards; frequent standing and walking and occasional kneeling, crouching, stooping, twisting of the upper body, climbing; handling equipment; digital dexterity; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; ability to safely lift and move equipment weighing up to 80 pounds; converse by telephone, email, in person and be clearly understood; read and comprehend technical and complex documents; and interact with the public and all different

SPECIAL REQUIREMENTS (continued)

levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

367CS94

May 1969

Revised March 1994

Revised June 2013

APP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-exempt